**DEPARTMENT OF GENERAL SERVICES**

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**DIVISION OF ENGINEERING AND BUILDINGS**
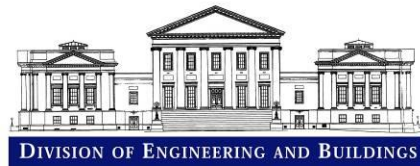
1100 Bank Street, Suite 506
Richmond, Virginia 23219
Phone: (804) 786-3263
Fax: (804) 371-7934
DEBinfo@dgs.virginia.gov

# Application for Use of Virginia Capitol Square Grounds

Application must be received at least six days prior to the requested date. Complete all three parts and sign the application. Applications may be submitted by mail, fax, or email.

Director
Division of Engineering and Buildings
1100 Bank Street, Suite 506
Richmond, Virginia 23219

Fax: (804) 371-7934
Email: DEBinfo@dgs.virginia.gov

| PART 1: Group or Organization Applying for Permit | | |
|---|---|---|
| **Name of Applicant:** (Group or Organization) | | |
| **Address:** | | |
| **City/County:** | **State:** | **ZIP Code:** |
| **Phone:** | **Fax:** | |
| **Email:** | | |
| **Website:** | | |
| **If Incorporated, When and Where:** | | |
| **If Not, When and Where Organized:** | | |
| **Names and Titles of the Group or Organization's Principal Officers:** | | |
| **Description of the Group or Organization:** | | |
| **Group or Organization has Previously Used the Capitol Square Grounds on these Date(s):** (If Applicable) | | |

| **PART 2: Individual Member Responsible for the Conduct of the Function** | | |
|---|---|---|
| **Name:** | | |
| **Title:** <br> (Within Group or Organization) | | |
| **Address:** | | |
| **City/County:** | **State:** | **ZIP Code:** |
| **Phone:** | **Alt Phone:** <br> (For After Hours & During Event) | |
| **Email:** | | |
| **PART 3: Event Details** | | |
| **Requested Date for Event:** | **Requested Start & Stop Times for Event:** <br> (Maximum 1 Hour) | |
| **Description of the Event:** | | |
| **Number of People Expected to Attend:** | | |

The applicant has read the *Regulations for Capitol Square* vesting the Director of the Division of Engineering and Buildings with complete custody and control.  By signing, the applicant assures use will be completely in accordance with the regulations.

| **Signature of Applicant:** <br> (Person Responsible for the Function) | **Date:** |
|---|---|

The Division of Engineering and Buildings (DEB) will issue a permit to approved groups and organizations.  This permit is required for authorized functions.  Such authorization will automatically include the regulations and any other specific stipulations or procedures that may be necessary at the time.

If you have any questions, please contact the Division of Engineering and Buildings.